



Human Resources Technician I/II (Payroll and Benefits)

Are you interested in being part of a department that is forward thinking, innovative, and constantly evolving? Then, the Human Resources team in Fremont is the place for you.



**Apply Today. The first review of applications will be
Noon on March 27, 2015**

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

The Human Resources Technician I/II will perform specialized technical and highly detailed work in the preparation, review, verification and processing of centralized payroll records.

EXAMPLES OF DUTIES

- ◆ Maintains records for employee payroll deductions and prepares reports and payments to various taxing, financial and insurance organizations.
- ◆ Compiles, researches, and prepares a variety of periodic and special reports relating to the payroll and/or benefits function.
- ◆ Processes employee transactions using HRIS, including new hires, salary increases, promotions, transfers and separations and employee voluntary and mandatory deductions.
- ◆ Provides information to City employees and others that require the use of judgment and the interpretation of policies, laws, rules and procedures.
- ◆ Processes wage garnishments and withholding forms.
- ◆ Performs scanning, indexing and filing of confidential HR documents, including personnel files.
- ◆ Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- ◆ Follows up with employees regarding uncashed payroll checks and re-issues checks or initiates escheatment process.
- ◆ Responds to various employment surveys.
- ◆ Completes reconciliation and payment of quarterly unemployment billing.
- ◆ Reconciles monthly Workers Compensation payments and adjusts taxable wages as necessary.

CANDIDATE PROFILE

The City is searching for an effective team player who is able to multi-task while remaining calm under pressure in a fast-paced work environment. Exceptional customer service skills are required, including the ability to handle inquiries from the public and City staff with tact and diplomacy. The ideal candidate must have a strong work ethic including the ability to prioritize work and remain organized. The Human Resources Technician I/II must have detailed knowledge of the theories, principles and practices of human resources including working experience with payroll. Additionally, they should have a working knowledge of computer software applications and demonstrate the ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be three years of responsible technical experience in Payroll.

Possession of, or ability to obtain by appointment, a valid Class C Driver’s License may be required.

City government work experience is highly desirable.



Tentative Recruitment Schedule

Recruitment Closes:	First review - Noon on March 27, 2015
Phone Interviews:	Week of March 30, 2015
Oral Board Interviews:	Week of April 6, 2015
Hire:	April, 2015

COMPENSATION & BENEFITS

The annual salary is \$54,886.90 - \$73,388 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,681.95 monthly to purchase medical, dental and vision plans; dependent care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of City Employees (FACE) represented position with a probationary period of six (6) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include telephone or skype interviews, individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660



Human Resources Technician I/II - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Human Resources Technician I/II position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position. Your responses will be fully evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

Please respond to the following questions:

1. How many years of professional experience do you have processing payroll in-house through a centralized payroll system?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years or more
2. How many years of professional experience do you have providing customer service ?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years or more
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree or higher
4. What is your proficiency with Microsoft Excel?
 - ☐ None
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
 - ☐ Expert
5. Are you a current member of American Payroll Association?
 - ☐ Yes
 - ☐ No
6. Do you have a Payroll certification as noted below?
 - ☐ Fundamental Payroll Certification
 - ☐ Certified Payroll Professional